

Rotary



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**Friends and good
manners will
carry you where
money won't go.**

Margaret Walker

Definition of Etiquette

- Etiquette - rules governing socially acceptable behavior.
- The practices and forms prescribed by social convention or by authority.
- The word “Etiquette” is derived from French which actually means “ Ticket”.
your ticket to getting anything & any place you want.
- It is defined as a good behavior which distinguishes human beings from Animals

Rotary Meetings

Guest Speakers

DG Visit

Email Etiquette



ROTARY MEETINGS

- Send agenda and minutes at least one week before meeting
- If you cannot attend, send in a report or representative
- Always RSVP but no need to copy ALL on the email
- Silence your cell phone

Effective Meetings Follow A Three Step Process

Plan Meeting

- Establish a need for a meeting
- Develop a clear agenda and meeting process
- Ensure a proper meeting environment
- Identify and overcome potential barriers

Conduct Meeting

- Post and follow Ground Rules
- Get Expectations
- Record ideas
- Bring to closure with Next Steps

Review Meeting

- Evaluate meeting and incorporate builds into next meeting design
- Publish Next Steps

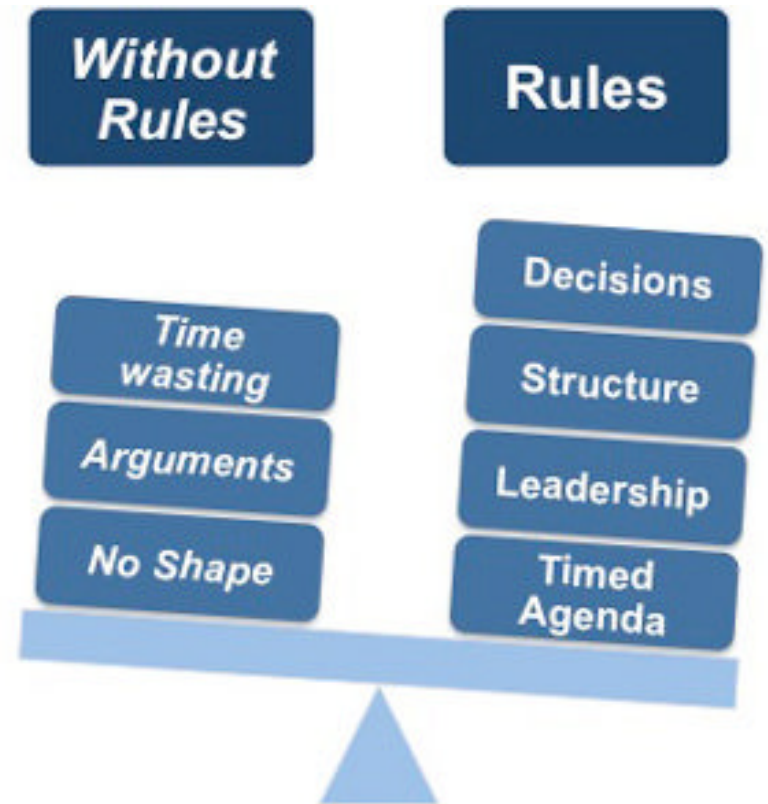
THE CHAIRPERSON ROLE

The chairperson is the most important person at any meeting because they are responsible for:

- Maintenance of order
- Correctness of procedure
- Conduct of business
- Tone of the meeting

In addition to making sure that the meeting is formal and legal, there must also be concern for the actual business at hand, as well as the interpersonal dynamics of group members.

**Stick to the agenda and time.
Focus on the issue and not the
person.
Silence phones.
Use the parking lot.
Don't find fault –
find the fix.**





**“Here are the minutes from our last meeting:
Marty wasted 12 minutes, Janice wasted 7 minutes,
Carl wasted 27 minutes, Eileen wasted 9 minutes...”**



GUEST SPEAKERS



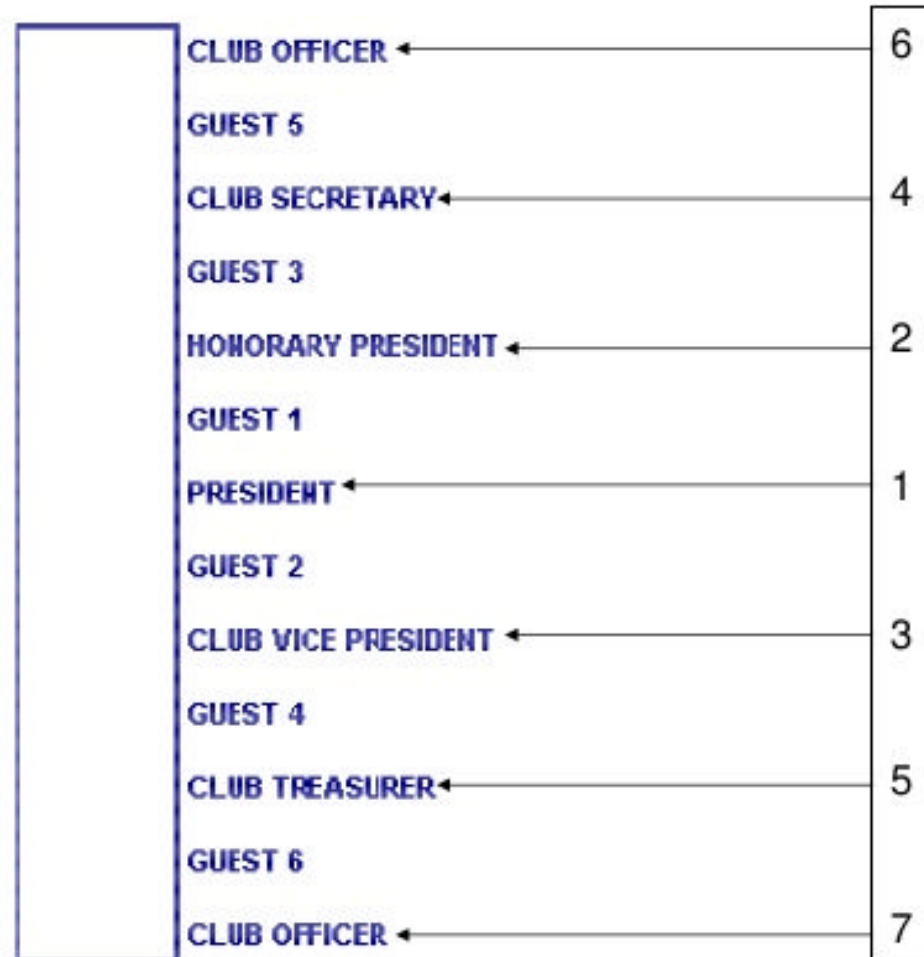


Guest Speaker

- Parking spot
- Offer them a drink
- Introduce them to others
- Do you have a bio? (this can be edited)
- Last one to speak
- Last one thanked
- Explain Rotary rituals

Seating / standing protocol

CAMERA
AUDIENCE





U.S. FLAG ○

Ranking
Guest

President

Rotary



○ ORGANIZATION
FLAG



HEAD TABLE



TABLE



TABLE



TABLE



Mr. Vice

Remember ..

Ask the caterers for silence during the anthem and prayer.

Check spelling and pronunciation of names.

The prayer must be non-denominational.

*Life is short, but there is always
time enough for courtesy.*

Ralph Waldo Emerson



- Introduce DG to everyone with some information about the Rotarian
- Don't give large or heavy presents
- Ask in advance about Powerpoint presentation and technology
- Does DG have handouts ?
- Does DG want Rotaract and Interact to attend?
- Any meal requirements or allergies?

**MANNERS
COSTS
NOTHING**

Proverb

PICTUREQUOTES.COM



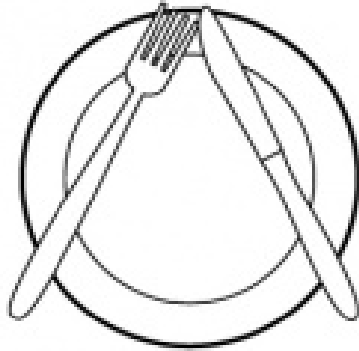
Basic Dining Manners



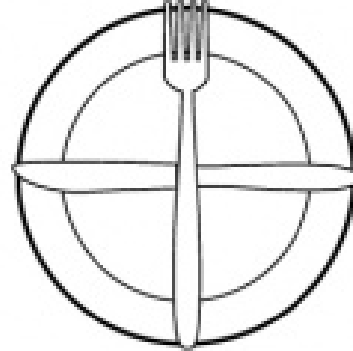


DO NOT
DO THIS!

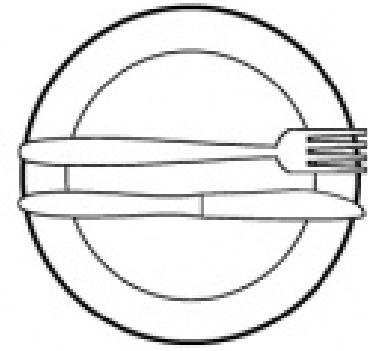




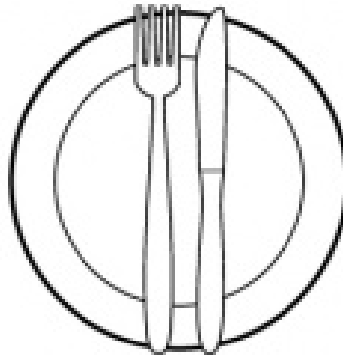
STILL EATING



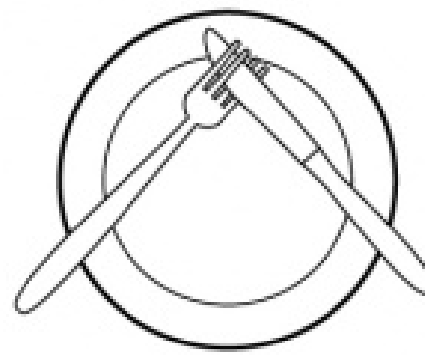
**EXPECTING ANOTHER
COURSE**



**IT WAS
DELICIOUS**



I'VE FINISHED



I DIDN'T LIKE IT



"I can never remember. Does the cell phone
go on the left or the right?"

Oops!

Basic Rules of Email Communication

- Assume everything you write is a public document.
- Avoid talking about other people in an email message.
- Use proper grammar and sentence structure. Spell-check your message!
- If your message includes a request, always close with a thank you to the recipient for considering it.
- Do not expect or demand an immediate response.
- Reread your message before sending it, and rephrase if necessary.





DON'T

“Reply to All” on your work e-mails if your message isn’t relevant to everyone



DO

Double-check your response before sending to multiple recipients

Top 10 diminishing etiquettes & social traditions

1. Sending or receiving a hand-written card from a friend or family member
2. Sending a written RSVP to communicate attendance to an event
3. Playing cricket or other sport in the street with family, friends and neighbours
4. Eating breakfast around the table with family
5. Using the phrase, "after you," frequently to let a stranger pass
6. Eating a meal only if you are seated, never if you were standing or walking
7. Eating dinner together with family most nights of the week and sharing the business of the day with one another
8. As a man, walking on the half of the footpath next to the gutter to protect the woman from traffic
9. Wearing one's "Sunday best" for special events such as weddings or funerals
10. Pushing one's chair in when getting up from one's desk as a gesture to those who might pass

Golden Rule

Do unto others
as you would
have them do
unto you